

November 2, 2001

Gene Tollefson – FOIA Officer
CIL-1
Bonneville Power Administration
P.O. Box 3621
Portland, OR 97208

RECEIVED BY BPA FOIA OFFICE THIS DATE: 11-5-01
DUE DATE: 11-5-01
LOG # 012-008

1.) I am hereby submitting a formal Freedom Of Information Act (FOIA) request.

2.) Description of requested information:

I request a current, complete listing of all BPA employees (GS, GM and hourly) and executives (SES) who are receiving retention allowances.

I request this information to include each person's name, pay plan, department ID (i.e., routing), occupational series, grade, step within that grade, official title of the position they hold, base pay, the retention allowance percentage of base pay (i.e., Earn Code) and the resultant dollar amount being paid as retention allowance.

I request the information in a hard-copy, spreadsheet format.

3.) I am an individual requesting this information for personal use and not for commercial use. I am an employee of the BPA.

4.) I request waiver of the copying fee as it should be less than \$15.00. The previous version of the retention allowance data was a simple 3-page Excel spreadsheet. If the cost exceeds \$15.00 and waiver is not granted, I would be willing to pay reasonable associated costs up to \$30.00. It is my understanding that past practice has been to provide this data without charging fees.

5.) You may contact me at:

Mailing address:
Thomas R. Sutton
BPA – TLF/MODW

Phone (360) 418-2772
Fax. (360) 418-2362

e-mail:
trsutton@bpa.gov

Thank-you.





Department of Energy

Bonneville Power Administration
P.O. Box 3621
Portland, Oregon 97208-3621

SHARED SERVICES

November 6, 2001

In reply refer to: CILR/4

Mr. Thomas R. Sutton – TLF/MODW
Bonneville Power Administration
P.O. Box 3621
Portland, OR 07208-3621

Dear Mr. Sutton:

Thank you for the letter of November 2 requesting documents under provisions of the Freedom of Information Act. The request was received on November 6 and has been logged in as #02-008.

Specifically, you asked for a complete listing of all BPA employees (GS, GM and hourly) and executive (SES) who are receiving retention allowances. You further ask for a number of different pieces of information in hard copy, spreadsheet format.

Your request indicated a willingness to pay appropriate costs.

Mr. Roy Smithey, Human Resources Officer, has been designated as Authorizing Official for your request. Mr. Smithey has 20 working days, until December 5, to provide a response. Should you have any questions he may be reached at Mail Stop CH/1 or by calling 503-230-4383.

Sincerely,

A handwritten signature in cursive script, reading "Gene Tollefson", is positioned above the printed name.

Gene Tollefson
Freedom of Information Officer

bcc:

R. Smithey – CH/1

C. Jacobson – LC/7

G. Tollefson – CILR/4

J. Bennett – LC/7

Official File – CILR (EX 13-13, 02-008)

GTollefson:aal:4444:11/6/01 (CILR-H:\data\FOIA\Sutton 1.doc)